**DOUBLE SPACING** - Be sure your word processor default setting gives exactly a double space. Some have, “Add extra space after paragraph” as the default. You must change this setting or your spacing will be greater than a double space in places

**SAMPLE PAGE 1 using MLA Format:**

Your last name 1

First Name Last Name

Mr./Mrs./ Ms./Professor Teacher or Professor Name

Course Title

1 May 2009

Title of Paper

All information is consistently double spaced. Be sure to change the extra space inserted after a paragraph

setting. If unsure how, please ask. Each page of the paper has a new page number in the header including the Works

Cited page.

**SAMPLE WORKS CITED page:**

Your last name ?

Works Cited

Author last, First. “Article Title or topic.” *Web Site Name Italicized*. Website publisher. Date of Information on

Website = D M Y. Web. Date Information Accessed = D M Y. < URL-break at punctuation only >.

Author last, First. *Book Title Italicized*. Publishing City, ST: Publisher Name, Copyright Date. Print.

\*If there is no author given for a website article, leave information out and move the next piece of information up within the entry.

\*If no date is given, use the following notation: n.d.

\*First line of entry is left justified. Any subsequent line from line two on (if necessary) using a hanging indent. Use a hard stop (Enter key) at the end of the first line in order to indent line two.

\*All entries appear in alphabetical order based on the first word of the entry, but not using “A”, “The”

\*All information including Works Cited title is double spaced.

**IN-TEXT CITATIONS:** You must attribute any words or ideas that are not your own to the appropriate source using an in-text citation. MLA uses (Author’s last name page number). At the end of the statement; ending punctuation comes after the end parenthesis. The author’s name can also be stated within the sentence with just the page number cited in-text (23).